



## **ASSISTANT FIELD SERVICES SUPERINTENDENT – PARKS AND GOLF COURSE MAINTENANCE**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the maintenance and construction activities of the City's parks and golf courses as well as the City's cemetery, athletic fields, right-of-ways, and landscaped areas; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **Supervision Received and Exercised:**

Receives direction from the Field Services Director or from other supervisory or management staff.

Exercises direct supervision over parks and golf course maintenance staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for construction and maintenance activities; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in park and golf course maintenance, repair and reconstruction.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Prepare and administer the section budget; prepare cost estimates for budget recommendations; submit justifications for budget requests; monitor and control expenditures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

## CITY OF TEMPE

### Assistant Field Services Superintendent – Parks & Golf Course Maintenance

- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate construction activities with other City departments; review landscape and irrigation project plans; ensure project compliance with pertinent codes and regulations.
- Inspect the work of crews while in progress; provide advice and assistance to subordinate supervisors.
- Estimate and requisition materials, supplies and equipment; prepare specifications; participate in on-site purchase of materials and supplies as required.
- Assist in the development of the City's landscape and right-of-way maintenance contract.
- Maintain time, material and equipment use records.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Four years of increasingly responsible experience performing park construction and maintenance work, including one year of supervisory or lead responsibility.

#### **Training:**

Equivalent to completion of the twelfth grade, supplemented by specialized training in horticulture, parks management or a related field.

#### **Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8840**

CITY OF TEMPE

Assistant Field Services Superintendent – Parks & Golf Course Maintenance

**Salary Range: 44**

**FLSA: Exempt**